

**DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.**  
**SECOND QUARTER MEETING**

**Minutes of Tuesday, June 10, 2003 (rescheduled from May 20<sup>th</sup>)**

The second quarter meeting of the Delaware Public Purchasing Association, Inc. for 2003, was held at the Air Transport Command Restaurant, New Castle, Delaware and hosted by City of Wilmington.

Those in attendance were: Mike Sabol, Support Services; Lori Gooch, DE State Police; Pippa Ashley, DE State Police; Sandra Skelley, DHSS; Hilda Balascio, NCC; Paul Mahoney, City of Wilmington; Tim McMahon, City of Wilmington; Tina Romano, City of Wilmington; Andria Smith, NCC; Ruth Kowalski, NCC; Dot Pecqueur, NCC; Jose Quintana, DE National Guard; Rob Del Campo, DE National Guard; and Peter Gregg, City of Dover.

1. Opening of the Meeting

- a. Mike Sabol, President, called the meeting to order at 10:07 a.m.

2. Reading of the Minutes

- a. Mike Sabol suggested suspending the formal reading of the April 1, 2003, meeting minutes. Hilda Balascio made the motion and Sandra Skelley seconded, motion carried.
- b. Sandra Skelley made a motion to accept the April 1, 2003, meeting minutes and Hilda Balascio seconded, motion carried.

3. Committee Reports

a. Treasurer's Report – Mike Sabol

Mike Conaway was not present but Mike Sabol went over the submitted report.

|                  |               |
|------------------|---------------|
| Previous Balance | \$6,131.66    |
| Total Income     | <u>301.00</u> |
| Subtotal         | \$6,432.66    |

|                |               |
|----------------|---------------|
| Total Expenses | <u>533.95</u> |
|----------------|---------------|

Ending Balance \$5,898.71

Draft Reimbursement Policy was not submitted.

A motion was made by Sandra Skelley to accept the Treasurer's Report and Pete Gregg seconded, motion carried.

b. Finance Committee – Andria Smith

Andria made the final changes to the budget and nothing further until next year.

c. Membership Committee – No report

- a. Mary Ellen Saunders was not present. Pete Gregg has contacted the contracting members at Dover Air Force Base and they are interested in attending one of our quarterly meetings. Mike Sabol would like Mary Ellen to work on some kind of advertising campaign to get new members and a welcome packet for new members. DPPA membership certificates were given to Pippa Ashley, Robert Del Campo, and Charlie Boyer.

d. Program Committee – No report

Patty Johnson was unable to attend the meeting but did schedule an afternoon program.

e. Awards and Scholarship Committee – Sandra Skelley

Sandra Skelley distributed a copy of the policy for the Scholarship Program but it was not the correct one. The final copy will be forthcoming with the meeting minutes. Sandra thanked Jose Quintana for assisting with the final copy. Sandra distributed a draft of the President's Award Policy also. All members are welcome to review the policy and make suggestions. Mike Sabol would like to have a vote on both policies at the next quarterly meeting.

- f. Chapter Liaison – Mike Sabol  
Mike Sabol noted that an e-mail was sent listing all the chapters that donated to the LEAP Program and Delaware was one of seventeen. Mike encouraged everyone to take a copy of The Procurement Professional newsletter. Mike discussed the joint chapter meeting and the majority was in favor of attending. Maryland will be hosting this year's Region I Conference. Pennsylvania will be hosting the Region I Conference next year. Mike received a letter from Peter Gregg dated April 15, 2003, resigning as the chair of the Education Committee. It was accepted and Hilda Balascio was appointed as the new chair of the Education Committee.
  - g. Education Committee – No report
  - h. Strategic Planning Committee – No report  
Janet Schukoske was not present at the meeting.
4. Unfinished Business – None
5. New Business – Mike Sabol
- a. Mike Sabol presented DPPA membership certificates to Pippa Ashley and Robert Del Campo. Mike also had Charlie Boyer's certificate but he was not present. Pete Gregg will deliver the certificate to him.
  - b. Hilda Balascio is looking into accreditation for New Castle County and there are many criteria that must be met, which includes attending a Strategic Plan Seminar. Hilda suggested DPPA sponsor an NIGP Strategic Plan Seminar. Hilda will contact NIGP to see if they would help us put the course on in Delaware.
  - c. An additional article from Delaware Business Review was available regarding the requirement of union labor for public works which was discussed at the last quarterly meeting.
  - d. Robert Del Campo asked if the Contracting and Purchasing Advisory Council was in existence, since he hasn't been aware of any meetings for several years. Rob will contact Mark DeVore, Administrative Services, to find out the status of this Council, so DPPA can become active. The decisions made by this Council directly affect those of us in purchasing.
  - e. Hilda Balascio inquired if more lapel pins needed to be ordered. Sandra Skelley stated we have plenty.
  - f. Tim McMahon suggested the Membership Booklet be updated. Mary Ellen Saunders and Mike Conaway should have the information needed to complete this update.
  - g. Tim McMahon and Ruth Kowalski attended the General Procurement Course in Morgantown, PA.
  - h. Sandra Skelley had copies available of House Bill 90 and 110. HB 90 would permit a service pension after 25 years and HB 110 would permit employees to purchase credited service sick leave.
6. Third Quarter Meeting
- a. The third quarter meeting for 2003 is scheduled for September 16, 2003, at 10:00 a.m. The meeting will be hosted by Delaware State Police.
7. Lunch Break
8. Afternoon Program
- a. Mike Sabol had the guest speakers and DPPA members introduce themselves. The speakers were Juanita Beauford, Director, and Geoffrey Walser, Government Marketing, from the Government Marketing Assistance Program of the Delaware Small Business Development Center. They handed out information on who they are and what they do for small businesses.
  - b. Networking discussions took place before the lunch break.
9. Meeting Adjourned
- a. Mike Sabol adjourned the meeting at 2:25 p.m.